



## **2012/2013 ESCROW/1031 AGENCY LICENSE RENEWAL PROCESS**

*To Avoid Delays, the Department Encourages Submission of  
License Renewal Forms by April 13, 2012*

The 2012/2013 Escrow/1031 agency renewal period is currently in process. Renewal forms are enclosed and may also be found on the website for the Idaho Department of Finance at <http://finance.idaho.gov/Escrow/EscrowForms.aspx>. If you have any difficulty retrieving these documents from the Department's website, please call: (208) 332-8002 for assistance.

Please read the renewal form thoroughly as it contains important information needed to successfully complete your license renewal process. Licenses that do not have renewals postmarked **and completed** by April 30, 2012, will expire by operation of law and all Idaho activities conducted under the Idaho Escrow Act will have to cease. Expired licenses may be reinstated by submitting a nonrefundable additional fee of two hundred dollars (\$200), payable to the Idaho Department of Finance, as well as any items needed to satisfy the renewal process, by no later than **May 31, 2012**. Companies not meeting the license reinstatement requirements following license expiration are prohibited from engaging in escrow activities for which a license is required under the Idaho Escrow Act until they successfully apply for and obtain a new license. To obtain a license, a new application must be submitted with the appropriate fees and supporting documents for review by the Department. Escrow license applications are available on the Department's website at: <http://finance.idaho.gov/Escrow/EscrowForms.aspx>.

The Department strongly encourages its licensees to **begin the license renewal process immediately to help ensure against unnecessary interruption of business activities**. Licensees who delay the submission of their license renewal forms typically find that they do not have adequate time to cure license renewal deficiencies, if any, which leads to the unnecessary expiration of existing licenses, reinstatement fees and the necessity of starting over with a new license application. **The Department is providing you with this Notice in an effort to help you avoid the unnecessary expiration of your license and associated interruption in your business.**

Paper licenses will no longer be issued by the Department of Finance upon successful renewal. To verify renewal completion, or to verify active licensure, please visit the Department's website at <http://finance.idaho.gov/Escrow/EscrowLicense.aspx>. Renewed licenses will reflect a new expiration date of April 30, 2013.

If you have any questions, please contact the licensing section of the Consumer Finance Bureau at (208) 332-8002 for assistance.

**CONSUMER FINANCE BUREAU**  
800 Park Blvd, Ste 200, Boise, ID 83712  
Mail To: P.O. Box 83720, Boise ID 83720-0031  
Phone: (208) 332-8002 Fax: (208) 332-8096  
<http://finance.idaho.gov>



Mail:  
Idaho Department of Finance  
P.O. Box 83720  
Boise, ID 83720-0031  
208.332.8002

Overnight:  
Idaho Department of Finance  
800 Park Blvd Suite 200  
Boise, ID 83712

**2012/2013 Annual Renewal For**  
**IDAHO ESCROW AGENCIES**  
**AND**  
**1031 EXCHANGE COMPANIES**

Main/Home Office License No.:	<b>If any of the information has changed, please make the necessary corrections below.</b>
Licensee Entity Name:	Name of Licensee:
Address:	DBA:
City/State/Zip:	Address:
	City State Zip
Phone No.: _____ Toll Free No.: _____ Fax No.: _____ Web URL: _____ Name of Supervising Escrow Officer of this "home/main" office: _____ Email Address: _____	

**PLEASE ANSWER THE FOLLOWING. DO NOT LEAVE ANY ANSWERS BLANK.**

1. **Has the Supervising Escrow/Exchange Officer changed since the last renewal or since issuance of the initial license if after 5/1/2011?** Yes \_\_\_\_\_ No \_\_\_\_\_  
 If "YES," provide Attachment B, Attachment C/D of the application available on the Department's website (<http://finance.idaho.gov>) and a detailed résumé for the newly named person. The résumé must contain employer names, addresses, phone numbers, dates of employment (month/year), reason(s) for leaving, and detailed job descriptions/duties. *Job titles alone are not sufficient.* The Supervising Officer **must** demonstrate a minimum of three (3) years supervisory experience over escrow and/or 1031 exchange activity.
2. **Has the licensee made any changes to its name, d/b/a or structure type since its last license renewal or after its initial licensing if after May 1, 2011?** Yes \_\_\_\_\_ No \_\_\_\_\_  
 If "Yes" please contact the Department for additional filing instructions.
3. **Provide the name, mailing address, email and phone numbers for the licensee's contact person for the following:**
  - A) Complaints: \_\_\_\_\_  

Name
Phone

Address
Email
  - B) Compliance (licensing, exams) \_\_\_\_\_  

Name
Phone

Address
Email
4. **Has the licensee made any changes to its trust account(s), financial institution, location or account number since its initial licensure? (Account must be with a financial institution authorized to conduct business in Idaho or with a financial institution that is otherwise approved by the Director)** Yes \_\_\_\_\_ No \_\_\_\_\_  
 If "Yes," submit a new Authorization to Examine Trust Account Form.

5. **Has the licensee had any changes to its officers, directors, members, managers, partners, or equity-owners (10% or greater) since its initial licensure that has not been previously reported to the Department?**

Yes \_\_\_\_\_ No \_\_\_\_\_

If "Yes," provide Attachment B and Attachment C/D, located in the escrow forms section of the Department's website (<http://finance.idaho.gov/Escrow/EscrowForms.aspx>) for each newly designated person.

**ANSWERS TO QUESTIONS 6, 7, 8 AND 9 ARE NOT RESTRICTED TO IDAHO ACTIVITY AND ARE NOT TO BE LIMITED BASED ON A PRESUMED OR ACTUAL FINANCIAL IMPACT TO THE LICENSEE. "BLANKET" STATEMENTS REGARDING MATERIALITY ARE NOT SUFFICIENT AND WILL NOT BE ACCEPTED.**

6. **Is/has the licensee or any current employee (W2/1099), agent, officer, director, member, partner, manager, or equity-owner (10% or greater) of the licensee been the subject of a Cease and Desist, Suspension, Denial, Revocation, Consent Order, Settlement Order or similar administrative action or enforcement proceeding, or assessment of a penalty involving escrow, 1031 exchange or other financial services activity in any state, by any state or federal authority?**

Yes \_\_\_\_\_ No \_\_\_\_\_

If "Yes," regardless of outcome or final disposition, submit a written explanation and a copy of the Order, Proceedings or Settlement document.

7. **Is/has the licensee or any current employee (W2/1099) with access to any trust account, agent, officer, director, member, partner, manager, or equity-owner (10% or greater) of the licensee been convicted of, plead nolo contendere to, or received a withheld judgment for:**

(a) any felony?

Yes \_\_\_\_\_ No \_\_\_\_\_

(b) any misdemeanor involving dishonesty, moral turpitude or any aspect of the financial services industry?

Yes \_\_\_\_\_ No \_\_\_\_\_

If "Yes," submit a written explanation and a copy of the police report, sentencing documents or other court-issued final order.

8. **Is/has the licensee or any current employee (W2/1099) with access to any trust account of the licensee, agent, officer, director, member, partner, manager, or equity-owner (10% or greater) of the licensee committed any crime or act involving dishonesty, fraud or deceit, which crime or act is substantially related to the qualifications, functions or duties of a person engaged in an escrow or exchange business?**

Yes \_\_\_\_\_ No \_\_\_\_\_

If "Yes," submit a written explanation and a copy of the police report, sentencing documents or other court-issued final order

9. **Is/has the licensee or any current employee (W2/1099) with access to any trust account of the licensee, agent, officer, director, member, partner, manager, or equity owner (10% or greater) of the licensee been named as a party in any civil action, bankruptcy, assignment for the benefit of creditors, receivership, conservatorship or any similar proceeding, regardless of outcome?**

Yes \_\_\_\_\_ No \_\_\_\_\_

If "Yes," submit a written explanation and documentation.

### **STATUS OF ESCROW/EXCHANGE TRANSACTIONS**

**As of December 31, 2011**

**PROVIDE THE FOLLOWING INFORMATION FOR THE TWELVE (12) MONTH PERIOD BEGINNING JANUARY 1, 2011 AND ENDING DECEMBER 31, 2011.**

<b>Total Number of <u>Idaho</u> Escrow/Exchange Accounts Held or Serviced during 2011</b>	<b>Total Dollar (\$) Volume of <u>Idaho</u> Escrow/Exchange Accounts Held or Serviced during 2011</b>	<b>Number of Current/Active <u>Idaho</u> Accounts as of Dec. 31, 2011</b>	<b>Number of Claims Filed Against Licensee during 2011</b>

*\*If any claims were filed, provide written explanation and any supporting documentation (include those filed against surety bond, E&O, Fidelity Coverage and any other claims not covered by previous disclosure questions).*

## **SURETY BOND COVERAGE REQUIREMENT**

Idaho Code §30-909(3)

OR

Comply with [Policy Statement No. 2007-4](#) dated July 23, 2007

(available at: <http://finance.idaho.gov/Documents/Escrow%20Act%20Policy%20Statement.pdf>)

If you are not required to maintain a surety bond under Policy #2007-4, leave this section blank

<b><u>Month 2011</u></b>	<b><u>Idaho Trust Account</u> <u>Month-end Balance</u></b>
<i>January</i>	\$
<i>February</i>	\$
<i>March</i>	\$
<i>April</i>	\$
<i>May</i>	\$
<i>June</i>	\$
<i>July</i>	\$
<i>August</i>	\$
<i>September</i>	\$
<i>October</i>	\$
<i>November</i>	\$
<i>December</i>	\$
<b>TOTAL</b>	\$
<b>Divide by 12</b>	<b>/12</b>
<b>Average Month End Balance</b>	\$

### **Required Surety Bond Coverage:**

If the average month end balance is **\$50,000 or less** coverage needed is ..... **\$20,000**

If the average month end balance is **> \$50,000 but < \$250,000** coverage needed is ..... **\$50,000**

If the average month end balance is **>\$250,000 but < \$500,000** coverage needed is ..... **\$100,000**

If the average month end balance is **>\$500,000 but < \$750,000** coverage needed is ..... **\$150,000**

If the average month end balance is **>\$750,000 but < \$1,000,000** coverage needed is ..... **\$200,000**

If the average month end balance is **>\$1,000,000** coverage needed is ..... **\$250,000**

**Branch License Renewal(s)** *(only complete and return if licensee has branch locations to be renewed)*

Complete the following information for all additional branch licenses to be renewed (licenses must already exist in order to renew. Attach additional page if necessary. **Be sure to include all required information and appropriate renewal fees for each location or renewals cannot be completed.**

A list of license numbers is available on the Internet at: <http://finance.idaho.gov/Escrow/EscrowLicense.aspx>

License Number	Physical Street Address	Mailing Address	Supervising Escrow Officer*	Phone	Fax	Email** for this location

\*If different than listed on the website, refer to question one (1) for information to be provided.

License Number	DBA*** (if applicable) List each d/b/a associated with the listed license number. If d/b/a should be reflected on ALL licenses, indicate ALL for license number.

**EACH RENEWAL PACKAGE MUST CONTAIN THE FOLLOWING:**

- A. Completed Renewal Form Identifying **EACH** Location to Be Renewed
- B. \$150 Renewal Fee For **EACH** Licensed Location (2 licensed locations x \$150=\$300)
- C. Attachments For Any “Yes” Answers To The Questions On This Renewal Form
- D. Roster of Personnel for **EACH** licensed physical location. Include name, title and work location address.
- E. Current Balance Sheet, and Profit and Loss Statement (*prepared within the last 90 days*)
- F. Bond rider reflecting adjustment to surety bond coverage, as applicable, OR evidence of compliance with Policy #2007-4, evidence of adjusted and/or required coverage to fidelity and E&O policies.

**PLEASE SUBMIT A COMPLETE RENEWAL PACKAGE BY NO LATER THAN April 13, 2012.**

Renewals received after this date may not be able to be processed to allow timely correction of deficiencies, if any. *Please be aware that status check inquiries will delay the process.* **NO PAPER LICENSES WILL BE ISSUED UPON COMPLETION OF LICENSE RENEWAL.** Rather, approved license renewals will be posted daily to the Department’s website at: <http://finance.idaho.gov/Escrow/EscrowLicense.aspx>.

**Escrow License Renewal Applications not completed by April 30<sup>th</sup>**  
**Will Cause the License(s) to Expire by Operation of Law, Which is**  
**Why the Department Encourages Your Submission by April 13, 2012**

I hereby certify that the forgoing statements are true and correct to the best of my knowledge. I further certify, that I have read and agree to fully abide by the provisions of the Idaho Escrow Act, Idaho Code §30-901 *et seq.*, Policy No. 2007-4 and will not engage in any practice prohibited by Idaho Code §30-919.

\_\_\_\_\_  
Signature (person authorized to sign on behalf of Licensee)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date

## 2012/2013 Annual Renewal

### **IDAHO ESCROW AND 1031 EXCHANGE COMPANIES**

#### **Information and Instructions**

The annual renewal of your escrow/exchange company license(s) **must** be completed prior to April 30th in order to maintain a valid license and current standing. The following highlights and tips may help to expedite this process for you:

- All renewal packages are sent to the licensed corporate/main office location only during the first week of March. Renewal forms are also available from the Department's website (<http://finance.idaho.gov/Escrow/EscrowForms.aspx>). The renewal and annual bond recalculation for all offices have been combined into one form. *Please file by no later than April 13<sup>th</sup> in order to assure timely review and your firm's ability to clear any deficiencies if needed.*
- Average month-end trust account balance calculations requiring a change in your firm's surety bond coverage (Idaho Code §30-909(3)) on page three (3) of the renewal form may be provided in either a rider to the existing surety policy or in a new bond form. If the change is provided in a *rider*, a fully executed copy OR original may be provided to the Department. However, if a NEW surety policy is provided, a fully executed ORIGINAL surety bond form must be provided to the Department. Surety bond forms are available on the Department's website at: <http://finance.idaho.gov/Escrow/EscrowForms.aspx>.
- If your firm elects to comply with Department Policy No. 2007-4, which can be found on the Department's website at: <http://finance.idaho.gov/Documents/Escrow%20Act%20Policy%20Statement.pdf>, for insurance coverage requirements in lieu of providing a surety bond, or an increase to the surety bond coverage, attach evidence of compliance with the minimal *current* coverage amounts of \$1,000,000 in fidelity coverage and \$250,000 in E&O coverage *for the licensed entity*. *If multiple entities are covered under the same policy, provide evidence that the licensed entity has minimal coverage available in the amounts required.*
- If you answer "Yes" to any of the questions, please make sure to include all supporting attachments as applicable.
- If your Supervising Escrow/Exchange Officer of any location has changed, include a detailed résumé for any newly named person, along with the Authority to Obtain Information From Outside Sources (Attachment B) and Ten Year Employment/Residence History (Attachment C/D). The résumé must contain the names, addresses, phone numbers, months/years of employment, and full detailed job descriptions or duties. Evidence of required experience in supervision of escrow and/or exchange activities must be documented. Forms are available on the website at <http://finance.idaho.gov/Escrow/EscrowForms.aspx>.
- Approved renewals will be posted on the website and will show a new expiration date of April 30, 2013 once processed. This site is updated daily. Attempted status checks will delay the process. **NO NEW ORIGINAL PAPER ESCROW LICENSES WILL BE ISSUED.** License status may be verified on the Department's website at: <http://finance.idaho.gov/Escrow/EscrowLicense.aspx>.
- **Overnight delivery:** 800 Park Blvd, Ste 200 Boise, Idaho 83712  
**USPS delivery:** PO Box 83720 Boise, Idaho 83720-0031

**RENEWALS NOT COMPLETED BY, OR POSTMARKED AND COMPLETE BY, APRIL 30TH  
WILL CAUSE THE LICENSE(S) TO EXPIRE BY OPERATION OF LAW.**

**Please submit the completed renewal forms, fees, and attachments by April 13, 2012.**